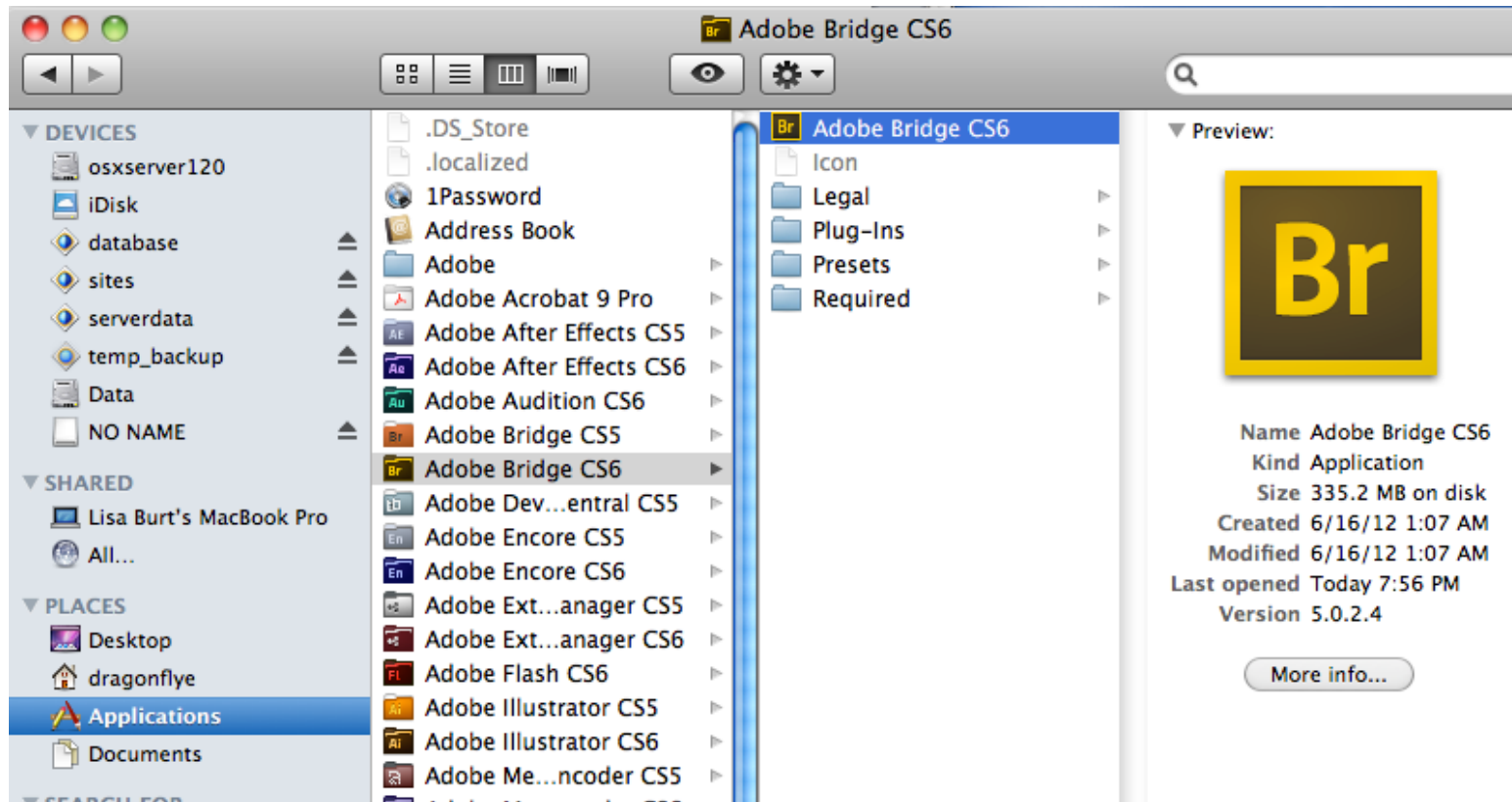
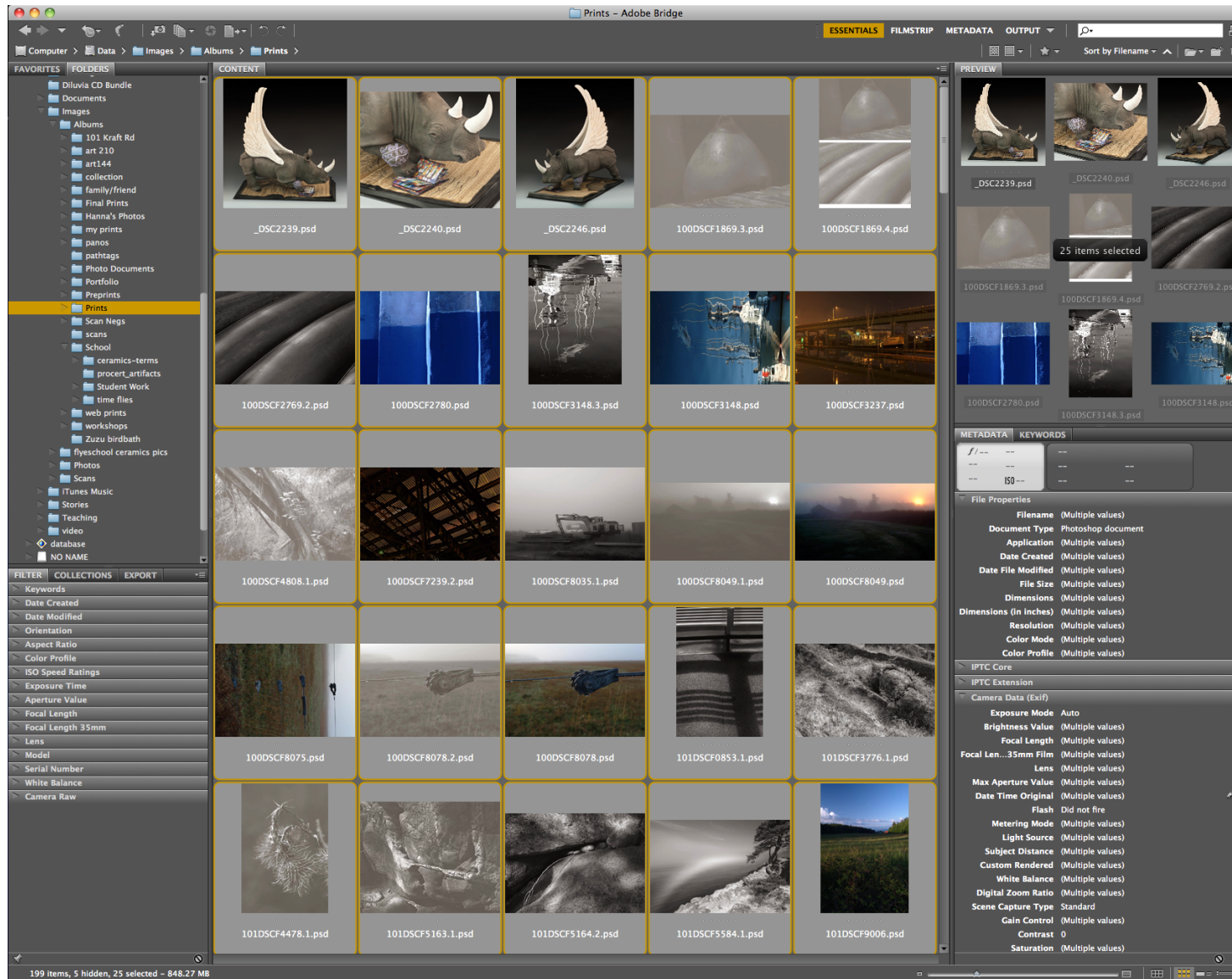


Making A Contact Sheet Using Adobe Bridge

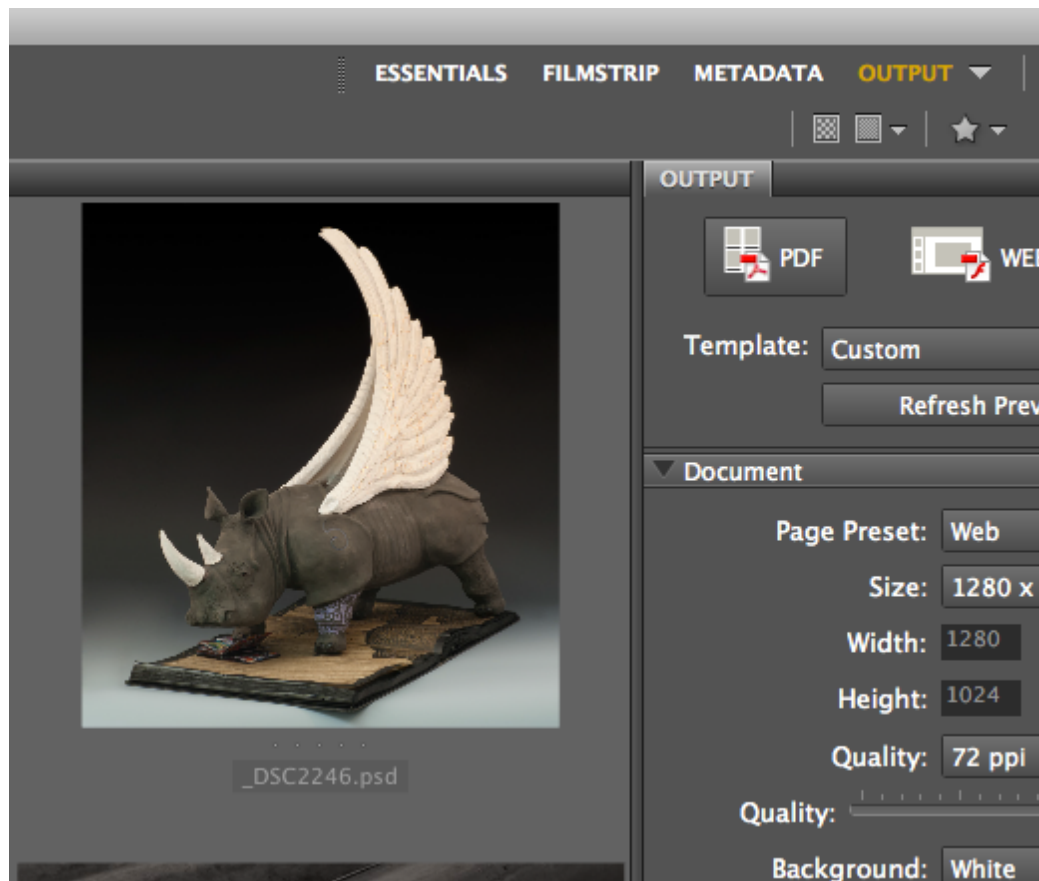
1. Open Bridge



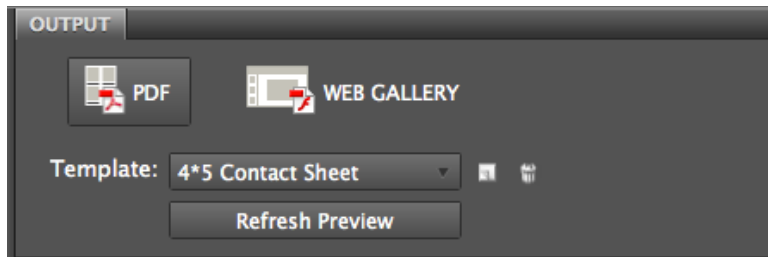
2. Navigate to your images and select the ones you wish to turn in for review. Shift-click to select multiple images.



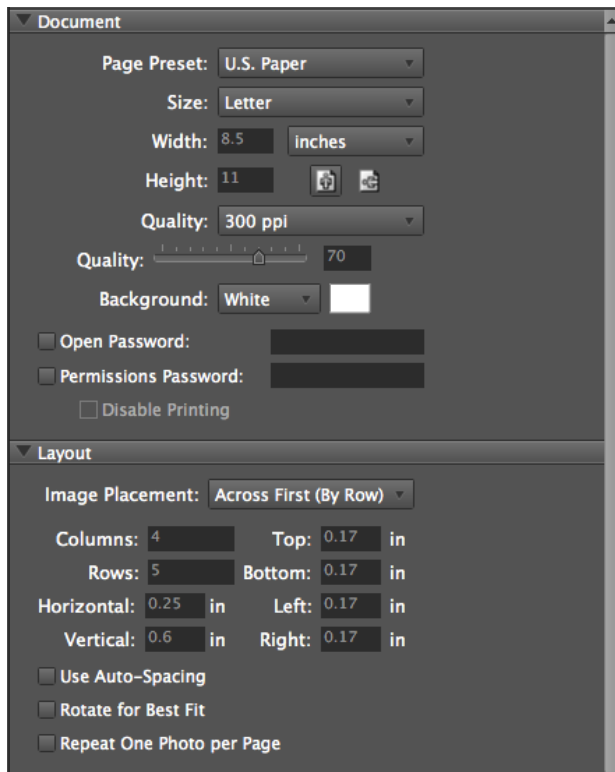
3. On the upper right-hand side, change the view mode from Essentials to Output



4. From the template drop-down menu in the Output pane, choose 4*5 Contact Sheet



5. In the Document pane, choose U.S. Paper; the rest of the settings should look like those shown



6. If you wish to see the filenames, leave them checked; if not, uncheck.

For page number, select “Placed on Footer”. A window will pop up asking if you want to enable a footer – click yes.

Check “Add Header” and for the text enter your name.

The image shows a 'Overlays' dialog box with three main sections: 'Overlays', 'Header', and 'Footer'. Each section contains various settings for text overlays.

Overlays Section:

- ☒ Filename ☒ Extension
- Font: Arial Regular
- Size: 10 pt
- Color: Black
- Page Number: Placed on Footer
- Font: Arial Regular
- Size: 10 pt
- Color: Black
- Alignment: Right

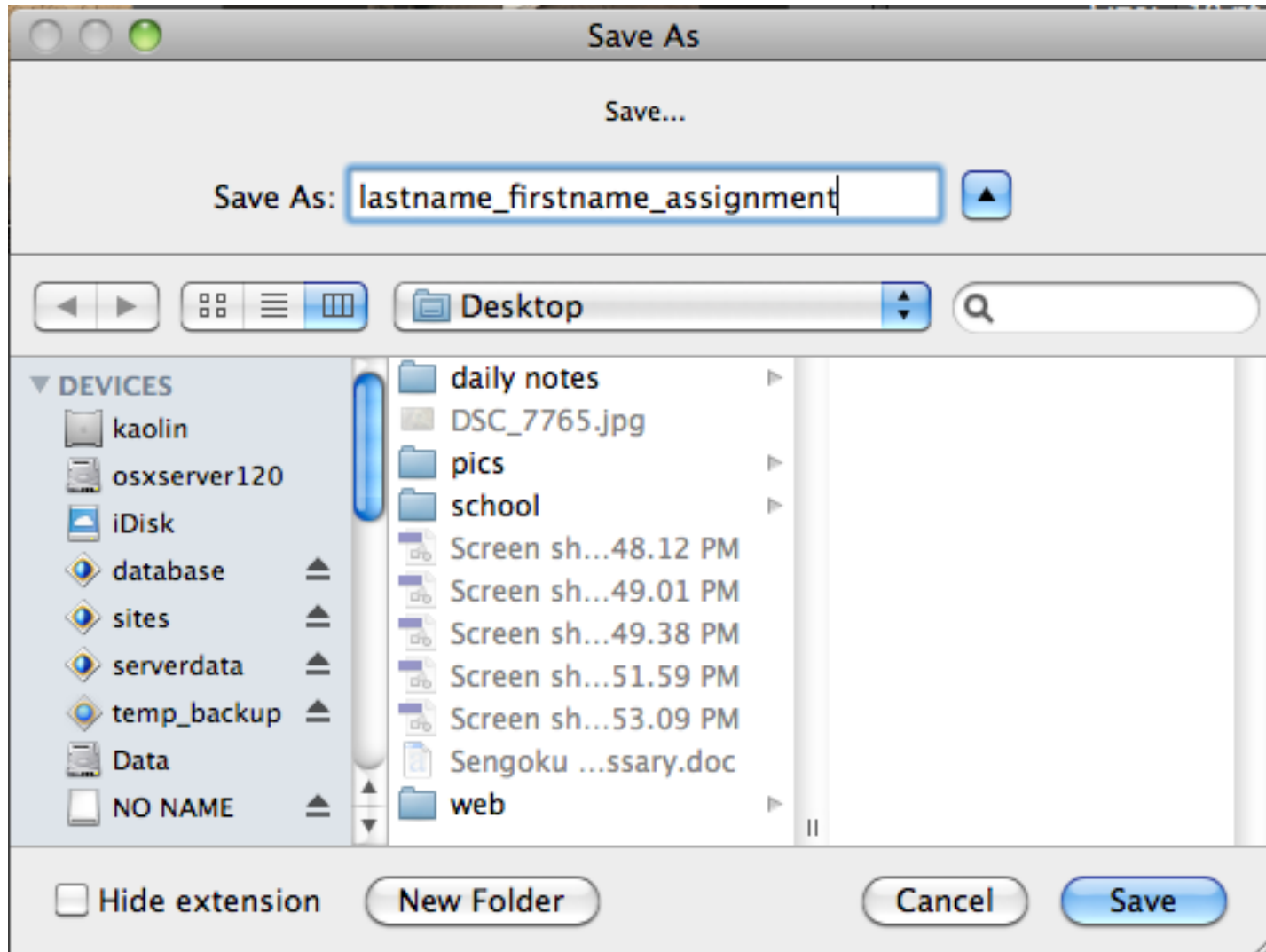
Header Section:

- ☒ Add Header: Right
- Text: Your Name
- Font: Arial Regular
- Size: 10 pt
- Color: Black
- Distance: 0.43 cm
- Divider: None
- Divider Color: (empty)

Footer Section:

- ☒ Add Footer: Right
- Text: (empty)
- Font: Arial Regular
- Size: 10 pt
- Color: Black
- Distance: 0.43 cm
- Divider: None
- Divider Color: (empty)

7. When everything looks good, click Save at the bottom. For the filename, type in lastname_firstname_assignment. Save it somewhere you can find it.



8. Print a copy. **Check what printer it is printing to!** It should say **10.172.79.61** or **Art Lab**

9. Turn in a digital copy:

a. Go to webfile.nsd.org and log in to your server folder.

b. Navigate to something like “Classes > P3 Photography > Dropbox. Drop the file/s in and you’re done!”

